

## **SAMPLE INTERNET ADVERTISEMENT ON CITY WEB SITE**

City of Sedona  
Consultant Solicitation  
Public Works Department

The City of Sedona is preparing to select consultants for the project(s) described below. As part of the City's procedures, it is advertising this project(s) on its web site from September 29 through October 15.

Consultants that have already provided the City with a Consultant Information Request Form will automatically be included in the consultant selection process. You may contact Donna Pflueger at 928-204-7122 to verify if the City has a form from your firm.

If you have not submitted a Consultant Information Request Form and wish to be considered for either of these projects, please complete a Consultant Information Request Form and send it along with a letter stating your interest in being considered for these projects to:

City of Sedona  
Public Works Department  
Project Name  
Consultant Solicitation  
102 Roadrunner Drive  
Sedona, AZ 86336

The Consultant Information Request Form needs to be submitted in hard copy at this time. It can be downloaded as either a PDF document or a Word document.

The City will consider responses received by 5:00 p.m. October 20, 2006. It is the City's intent to solicit statements of qualifications and approach from three (3) to five (5) consultants for each project. The City shall then, based on a review of the statements and interviews it may elect to conduct, begin contract negotiations with one of the firms per ARS 34-103F. This is expected to take place in November 2006. Questions regarding the process may be directed to Charles Mosley, City Engineer, at 928-204-7132.

### **Projects**

#### Sample Project 1

This project involves the design of sidewalks in the West Sedona area. The currently budgeted construction cost for this project is approximately \$932,000.

#### Sample Project 2

This project involves the design of a sewer collection system to connect several subdivisions. The currently budgeted construction cost for this project is approximately \$3,214,000.

# Sample Memo

To: Consultant Selection Committee Members  
From: Charles Mosley, PE City Engineer  
CC: Tim Ernster, City Manager  
Date: 6/30/2009  
Re: Selection Criteria for selection of Consultants for Sample 1

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The City is working to select engineering consultants for two budgeted Capital Improvement Projects. The projects are described below. The intent of this memo is to guide Selection Committee Members in the selection of the consultants from which we will request proposals. Three to four consultants will be selected for each project.

## **Sample 1**

This project involves the design of sidewalks in the West Sedona area. The project will involve design of sidewalk, storm drainage, retaining structures, and roadway paving. The currently budgeted construction cost for this project is about \$932,000. Construction is expected to occur in phases. The selected consultant will be expected to develop the construction phasing for the project.

The needs for this project include surveying, local street and drainage design, public involvement, project phasing, right-of-way investigation and determination, and project cost estimating. It would be desirable if the selected consultant also has construction management experience for street and drainage improvements. Local street design and highway design are precisely the same. More credit should be given for local street design experience. Working with existing streets and drainage is not the same as developing a new subdivision or street. More credit should be given for improving existing roadways rather than constructing or rerouting roads. In general, work for public agencies should be given more credit than that done for private clients.

The consultants have provided information regarding their experience using "Profile Codes". The explanations of the codes appear in the Consultant Information Binder held by Donna Pflueger, Public Works Department Administrative Supervisor. In order to aid in the review of consultant qualifications, I am providing the table below showing

codes of necessary, primary, and secondary importance in performing this work. A consultant not showing necessary code experience should not be selected.

<b>Code Category</b>	<b>Profile Code Number</b>
Necessary	546, 547, 604, T03
Primary	C15, E09, S06, W02, 597, 608
Secondary	A12, C08, C16, D04, E03, I02, 596, 599, 810

### **Process**

The first step is to have each person on the selection committee select consultants based on the applications submitted. Please do not contact consultants at this point. Donna Pflueger, Public Works Department Administrative Supervisor, has a binder containing all of the Consultant Information Forms received by the City. Refer to these forms when selecting a consultant. You will have to call Donna or myself to make sure the book is available when you can come in.

The second step is for the Committee to meet and compare selections and settle on the three to four consultants to approach.

The City Engineer will approach the select consultants to request proposals.

After the proposals are submitted, the Committee will review them and rank the proposals. The City may request that the consultants request that their references complete the Consultant Performance Rating Request Form and fax it to the city. These will be passed on to you for review along with the proposals.

The City Engineer will then proceed to negotiate a contract with the highest-ranked consultant.

### **Time Line**

November 18 – All Committee members have made their consultant selections.

November 28 – Committees have met and selected the consultants. (Please contact Charles Mosley at 928-204-7132 or at [CMosley@SedonaAz.gov](mailto:CMosley@SedonaAz.gov) to arrange the meeting time.)

## General Criteria for Consultant Selection and Associated Points

In order for a consultant to be selected, the consultant should get at least 60 points. You do not need to look at all of the applications submitted; however, please try to select consultants to recommend by going through different portions of the Consultant Information Binder.

Maximum Points	Criteria	Considerations
30	Experience with type of work being considered  H = 20 minimum M = 15 to 20	<ul style="list-style-type: none"> <li>Has the consultant done this type of work?</li> <li>Has the consultant done a project of this size?</li> <li>How many projects of this size and type has consultant done?</li> <li>How much has consultant worked for public agencies as opposed to private parties?</li> </ul>
20	Local Experience  H = 15 minimum M = 8 to 15	<ul style="list-style-type: none"> <li>Has Consultant done this type of work in Arizona?</li> <li>Has Consultant done this type of work in Verde Valley Area?</li> <li>How much work has Consultant done in the Verde Valley area?</li> <li>How long has Consultant worked in Verde Valley area?</li> <li>Has Consultant worked in Sedona in the last 3 years?</li> </ul>
15	Public Involvement  H = 10 minimum M = 5 to 10	<ul style="list-style-type: none"> <li>Does the consultant indicate experience with projects requiring public input?</li> </ul>
20	Resources /Project Fit  H = 10 minimum M = 5 to 10	<ul style="list-style-type: none"> <li>Disciplines that consultant has in firm that bear on the project needs.</li> <li>Does the project size seem to be a good fit with the firm?</li> <li>Does the firm have highly recognized expertise?</li> <li>Does the firm indicate use of appropriate sub-consultants?</li> </ul>
15	Consultant Selector Impressions  (These points are available but need not be awarded. Selector should state why they were used, if used.)	<ul style="list-style-type: none"> <li>Knowledge of outcome on prior projects of a similar nature.</li> <li>Presentation of consultant selection materials (grammar, follow directions, format, etc.)</li> <li>Special considerations for this project, such as working with project covering similar size area or having significant public interface.</li> </ul>

**Chapel Area Sewer Selection Committee**

Member 1

Member 2

Member 3

**North Central West Sedona Sidewalks Committee**

Member A

Member B

Member C

# Consultant Score Sheet

**(Project Name)**

[illegible]